



100 N Senate Ave., Rm N505
Indianapolis, IN 46204
317.232.1268 • Fax: 317.232.5595

Relay IN: 711 or 800.743.3333

grantsprograms@iac.in.gov

www.in.gov/arts

2012 Arts in Education Program



Grant Period:

January 1, 2012 –

December 31, 2012

Deadlines:

Application Due

4:30 pm (EST) Thursday,

October 13th, 2011

Final Grant Report Due

4:30 pm (EST) Thursday,

January 17, 2013

The Arts in Education application must be completed in the IAC's online grant system (<http://indiana.cgweb.org/>). Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.



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The Indiana Arts Trust funds this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.

The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

About the Arts in Education (AIE) Program

Program Description

This program was developed to help support curriculum needs, impact student engagement and performance, and develop a long term commitment to the arts in schools at the primary and secondary levels. Schools will be asked to develop a balanced and working partnership with a qualified artist, organization, business, or group to help develop and implement a successful educational project. The role of the partnership is seen as an enhancement to the work of the professional educator in the educational setting, not intended to replace staff or faculty. All projects must include and meet a minimum of three (3) current Indiana Academic Standards. Current standards may be found on the Indiana Department of Education website at <http://dc.doe.in.gov/Standards/AcademicStandards/index.shtml>

The IAC believes the arts are an essential part of a balanced, quality education and a vehicle for increasing critical thinking skills. Where they exist, schools must involve their arts specialist in all phases of this project. The IAC also recommends the involvement of other teachers, parents, and administrators. Schools may choose to include inter- or cross-disciplinary projects that encourage arts integrated learning or focus on a specific visual, performing, or literary art process. Implementation must take place during the scheduled school day and **may not fund after-school or summer activities**. In order to continue to help generate local community support and advocacy, the IAC strongly encourages the inclusion of an event, exhibition, concert, or performance that is free and open to the public.

Project parameters will remain flexible to help meet the specific curriculum needs of each applicant, but funding **must not** be used to supplant existing projects, programs, or partnerships. Assessment of outcomes will be designed by the grantee and expected to measure quantitative and qualitative impact on critical thinking skills, Indiana Academic Standards, and student engagement.

Who May Apply?

Any Indiana pre-K through 12 public, private, or parochial school is eligible to apply.

Grant Amount

Applicants may request up to **\$3,000** in funding for their project.

Granting Period

All proposed activities must take place within the granting period, **Jan. 1, 2012 – Dec. 31, 2012**.

Vendor Form/Clearance

A completed vendor form (<http://www.in.gov/arts/2387.htm>) **must be submitted with your completed application.** Please use your school corporation information when completing this form. The IAC will check for deposit clearance through the state auditor's office. If a corporation is not cleared to accept a state deposit, the school will be notified and it will be the responsibility of the school to gain clearance prior to application review date. If clearance cannot be gained within the timeline given by the IAC, funding status may be rescinded.

Match Requirement

The AIE Program applicants must match every dollar provided by the Indiana Arts Commission with one dollar of school funds, contributed funds, in-kind donations, or services. Funding must not replace pre-existing allocations for arts education activities.

Application Criteria

Each application will be awarded points based on the criteria listed below. Carefully consider each when completing your application. The maximum number of points awarded will be 100. Applications with the highest total point value will be considered for funding.

- **40 points** - Impact on Curriculum Needs (*Existing curriculum needs clearly identified and addressed, Connection to a minimum of three (3) Indiana Academic Standards, Potential for student learning*)
- **35 points** – Quality of Partnership and Planning (*Evidence of a balanced partnership, Strength of partner credentials, Planning and Implementation appropriate and feasible*)
- **25 points** – Public Benefit and Evaluation (*Public benefit extends to surrounding community, Evaluation/Assessment tool well developed*)

Application Deadline and Grant Period

Applications are due in the IAC's online grant system (<http://indiana.cgweb.org/>), by **4:30 pm (EDT) on Thursday, October 13th, 2011** for the 2012 calendar year. Applications must be submitted online only and are time stamped.

This program may NOT be used for capital expenses. This includes any budget expenses for equipment, building improvements, long term assets, etc. Funding may be supplemented with other state/federal funding, but may not exceed more than 50% of the total project expense and one may not serve as match for the other.

Applicants are encouraged to talk with Susan Britsch, Arts Education Coordinator concerning applications or proposed projects. She can be reached at 317-232-1281 or sbritsch@iac.in.gov.

Conditions and Requirements

It is essential to **understand ALL** of the following requirements. Organizations/schools must be able and willing to fulfill every requirement listed to receive a grant for its application. Failure to do so is a breach of contract with the State of Indiana and may result in application rejection, delay in payment, and/or fund rescission.

- Only one application is allowed per year, per organization or 501(c)(3) for a grant in any of the following IAC grant categories: Arts Project Support and mini-grants, Arts Organization Support I, Arts Organization Support II, Statewide Arts Service Organizations, Major Arts Institutions, Arts in Education, and Regional Arts Partnership, Regional Block Grant, and Regional Arts Partnership Operating Support. Public entities, chapters/affiliates, and fiscal agent relationship will be handled on a case-by-case basis.
- All applicants must have a DUNS number to complete an application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses. DUNS numbers are the basis by which Americans for the Arts tracks nonprofits and for-profits for its important research reports on Creative Industries: Business & Employment in the Arts. The federal government (which includes the National Endowment for the Arts) requires organizations to provide a DUNS number as part of its grant applications. Go to http://www.dnb.com/us/duns_update/ to apply for a DUNS number. Please note that it can take several weeks to receive your DUNS number. If you do not have your DUNS number to complete the application by the deadline date, please contact the program or grants/technology manager for further instructions.
- **Technology requirements and restrictions:**
 - Must provide current, primary contact's email address;
 - Must update contact information in the [online IAC grants system](#); and
 - IAC staff cannot provide advanced technical help for computer or software-related problems.

Financial/Official form requirements: Grant recipients are required to sign and complete a grant agreement and Vendor Form before payment is issued.

- The grant agreement is the official contract with the IAC and must be [procedurally signed and approved](#) by multiple state entities after receipt from the grantee. Read this document carefully as each grantee will be responsible for meeting all the terms and conditions it contains – including its references to these guidelines.
- A completed Vendor Form (<http://www.in.gov/arts/2387.htm>) must be uploaded at the time of application. This form should be completed using your legal name. Schools must complete this form using their district/corporation information as the State will not issue payments to individual schools.
- The [Entity Annual Report \(Form E-1\)](#) is required by the State Board of Accounts (SBOA) for payment to a grantee. At the end of the grant period, all applicants will be contacted by SBOA to complete the financial portion of the E-1 Form so it reflects the amount of state funds received for the fiscal year. This form will be submitted directly to SBOA. Inaccurate or incomplete forms are shredded and may delay or forfeit payments.
- Non-governmental organizations must have an active Business Entity Report. After a business entity has formed or been granted authority to do business in the state of Indiana, it has an ongoing responsibility to file regular business entity reports. These reports must be filed every year by nonprofit organizations. The filings are due during the anniversary month of the organization's formation or the anniversary month when granted authority to do business in the state of Indiana. Any business past due on its entity report will not be able to sign a contract with the state or receive grant funds. To file your entity report, go here: <http://www.in.gov/ai/appfiles/sos-berf/>. Contact the Secretary of the State Business Services Division with questions or for more information at <http://www.in.gov/sos/business/index.htm>.
- All grantees must go through a mandatory clearance check to ensure that they are in good standing with the Department of Revenue (DOR) and Department of Workforce Development (DWD). If the clearance is denied, the grantee will be contacted by the IAC and provided with contact information to assist in resolving the issue. The IAC

allows up to 30 days to rectify the problem. At the end of this deadline, the clearance check will be performed again. If the clearance check is denied a second time, grantees risk losing funding for the Fiscal Year.

- **Acceptable** program expenses (must NOT supplant existing funds)
 - Administrative fees, artistic fees, staff development and training, space and equipment rental, promotional costs, and production costs, supplies, etc., needed to support the project activities.
- **Unacceptable** program expenses
 - Cash reserves; deficit reduction, or deficit elimination;
 - Events in private dwelling places or other locations not open to the general public;
 - Consumable supplies and materials not directly related to the project;
 - Capital acquisitions (purchase of artwork, etc.); capital expenditures; equipment, restoration, or new construction of buildings;
 - Travel outside the United States;
 - Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
 - Projects to be delivered outside the state of Indiana;
 - Project expenses outside the grant period (Jan 1- Dec 31); and
 - Activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

Two public official letters: Direct communication with local/state leaders help raise awareness of the activities funded in their communities. Grantees are required to write at least two different letters to public officials. (1) one to [local, state legislators](#) and (1) one to the Governor to thank them for making these funds available. **The first letter** should include activities proposed and be mailed at the start of the grant period and include a copy with the signed grant agreement. **The second letter** should not be a duplicate of the first, but should include completed activities, and be sent at the end of the granting period with a copy uploaded in the Final Report on Thursday, January 17th, 2013. [Click for example.](#)

Acknowledgement and credit of public funding: [Requirements](#) are documented on the IAC website for credit on any and all printed documents related to the funded project. Copies will be required with the final grant report.

Project/Grant modification (if change is necessary): During the grant period and PRIOR TO MAKING ANY CHANGE TO THE PROJECT/GRANT, grantees must notify Susan Britsch at the IAC of any changes that may affect the funded project/grant. A [Project Modification Form](#) would be necessary if the change would include the timeline, activities, and/or a budget variance of 10% AND a minimum of \$1,000 in any line item. IAC staff will review the changes before giving written approval. *Grantees may be required to return grant money to the IAC if this procedure is not followed.*

Final report: All grantees must submit a completed Final Report and copies of the second letter sent to the legislators by 4:30 (EDT), Thursday, January 17th, 2013. The Final Report is accessible through the [IAC online grants system](#).

Monitoring/records retention and tax responsibilities: Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents.

Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

Public manifestation, fair labor, drug free, and civil rights: *The electronically-signed Grant Agreement indicates that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.*

How to Complete and Submit an Application

The submitted application and electronic signature is the organization's indication that its representatives have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.

- How to apply: Open your Internet browser and navigate to www.in.gov/arts
 - Click “Access Online Applications & Reports”
 - Click the link to access the IAC's online grant system.
 - If this is the first time for an application to the IAC, an online profile will need to be completed. If not, then you will enter in your username and password and proceed to the application.
 - Once you have logged in, click on the “Current Programs & Applications” link and scroll down until you find the appropriate program and year.
 - All schools must apply using their school corporation as their legal name and individual school information on the subsequent profile pages for direct contact.
- Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. Type directly into the text boxes provided. DO NOT copy and paste narrative text from another program into the spaces provided. This can create formatting problems with your text and may create unnecessary typos. Click [here](#) for other helpful grant writing tips.
- Budget income and expense totals MUST match.
- Upload any documentation noted in the requirements. (see below)
- It is **strongly** recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application. Late applications will NOT be accepted.
- Once you have submitted your application you WILL receive an email to that effect. If you do not receive an email, your application was NOT submitted.
- **Only submit the electronic copy, a “physical” copy is no longer required or accepted. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.**

- All required support documents must be uploaded electronically
 - Applicants will be expected to submit samples of work from the partnering artist or organization that would best represent the type of work in which the students would be engaged. Applicants must submit one (1) to five (5) electronic files and must choose only ONE of the following formats:
 - IMAGES: up to five (5) still images (JPEG, RGB, 1920 x 1920 pixels, 72 dpi), **OR**
 - AUDIO: one (1) to two (2) music files (WMA or MP3 format and under 4MB), **OR**
 - VIDEO: one (1) video file (DVD).
- Images and audio files must be uploaded online; video samples must be mailed to the IAC. Music or video files may not exceed five (5) minutes in length.
- One letter of support and acknowledgement by the partnering artist, organization or group.
 - One letter of support and acknowledgement by the school principal/administration.
 - One copy of a letter from the IRS giving you 501(c)(3) status or proof of public entity.

Application Review Process

- After receipt of completed application, IAC staff will review your materials to ensure that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), your application may be ineligible for review.
- The applications will be reviewed by a panel of professional peers who will assist the IAC in its evaluation of grant applications. The panel meeting time and location will be posted on the [IAC website](#). The meeting will be open to the public for observation and may be recorded. **Applicants are invited and are encouraged to attend to hear feedback, the quality of the recorded session is not guaranteed.** Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during, or after the panel meeting.
- Panelists will be responsible for thoroughly reviewing each application and supportive material prior to the panel meeting. Panel meetings will allow for subsequent discussion of the information reviewed and submission of scores.
- Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific grant recommendations.
- The IAC will review and ratify the FY2012 recommendations at its December 2011 business meeting. Commission meetings are open to the public for observation and may be recorded.
- Reconsideration Policy and Appeal Process: The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal. [Click here for more information.](#)

What Happens after a Grant is Awarded?

- All applicants will be notified by email of grant decisions after the Commission meets in December and approves the grants. If funded, the organization will receive copies of its award letter, grant agreement, vendor form, and other pertinent materials. These materials will need to be thoroughly reviewed, signed, and returned to the Indiana Arts Commission within **ten business days**. **Once the IAC receives the completed and signed forms, the state contract process will start. It can take up to 90 days to receive payment after the IAC begins this process.** For more information about required forms, please visit our [website](#).
- All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award. Funds will be transferred to the grantee's bank account after the grant agreement and aforementioned documents have been approved by all three state agencies. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment.** The second and final payment will be for the balance of 25% of the total grant award and will be made after the project has been completed and following receipt and approval of all final documentation.
- If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirement, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

Need Additional Help?

Application Content and Program Questions:

Susan Britsch
Community Development Manager/Arts Education Coordinator
317-232-1281
sbritsch@iac.in.gov

Online Grants and Payment Info:

April Blevins
Grants and Technology Manager
317-232-1278
ablevins@iac.in.gov